# Tip Sheet - Entering Letters of Recommendation through the Online Editor

Keep in mind, OSCAR reads left to right, top to bottom.

1. After logging into OSCAR, left-click on **Recommendation Requests** tab, located at the top of the OSCAR window.

2. When the screen refreshes, you will now see the name(s) of the applicant(s) requesting letters of recommendation. Please left-click on a **last name** of the person requesting the letter.
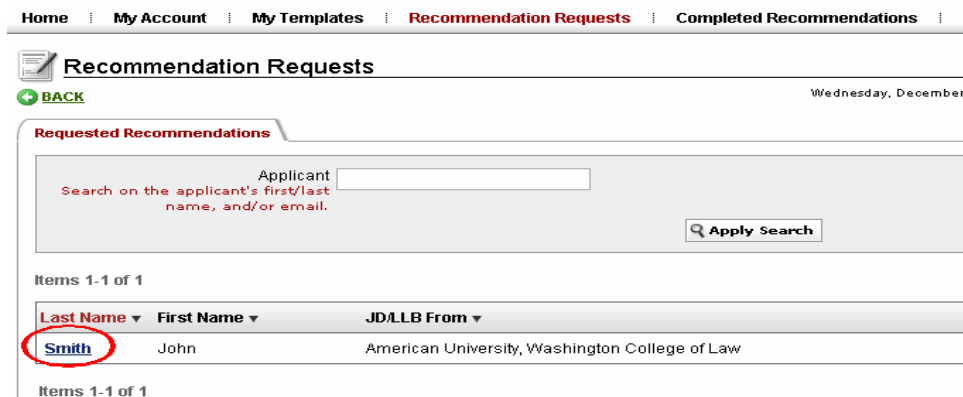
3. After the screen refreshes again, please scroll down to see the names of the judges the person applied to. Left-click in the top box, "**Select All**" to fill in check boxes for all the judges. (NOTE: If you then uncheck the "Select All" check box, you can then de-select judges one by one.)

4. Please scroll down to the Recommendation section. By default, the "online editor" is already selected.

5. (OPTIONAL) Scrolling down to the Label section, you will see an opportunity to type in a label. Though the **Label** field *is optional*, typing a name into this box will save a copy of this letter as an OSCAR Template. (Saving a letter as a template is very helpful if an applicant requests additional letters of recommendation in the future.)

6. Continue to scroll down to OSCAR's online editor. In this area, type in the letter of recommendation.

    NOTE:

    - Formatting problems *may* occur when copying the letter from a word processing program like Word or WordPerfect. These documents contain hidden commands for printing, and copying the files also copies these hidden commands.
    - To insert a single line break, hold down the **Shift** key and press **Enter**.
    - No graphics may be inserted when using this online editor--not the letterhead of your institution or a signature.
    - By using Merge Codes, one letter can be customized to multiple recipients. There is a list of Merge Codes on the right-hand side of the screen. The Merge Codes circled in red in the next picture will be substituted in this fashion:

[honorable_judgename]	The Honorable Judge Test
[formatted_address]	E. Barrett Prettyman Building
	United States Courthouse Room
	333 Constitution Ave, NW
	Washington D.C. 20001
Dear Judge [judge_lname]:	Dear Judge Test:

Please note that OSCAR automatically embeds the merge codes for the judge name, address block, and salutation line. If you do not want to use these embedded merge codes, simply delete them and begin formatting the letter how you want to.

7. Left-click on the "**Submit**" button on the lower left-hand side.

You are NOT done!

8. After clicking the Submit button, the screen will change again.

   - If satisfied, **left click the "Confirm Recommendation" button to finish.**
   - Otherwise, left click on the "Edit Recommendation" button and you will be returned to the previous screen. (Begin at step 6.)
   - *Please note the small .pdf icon in image below. Left clicking this icon allows you to view letters as the OSCAR generated .pdfs – just like the judge will see the letter – PRIOR TO CONFIRMING THE RECOMMENDATION LETTER.*

9. To insure the requests have been filled, left-click on the **Completed Recommendations** tab, located at the top of the OSCAR window.
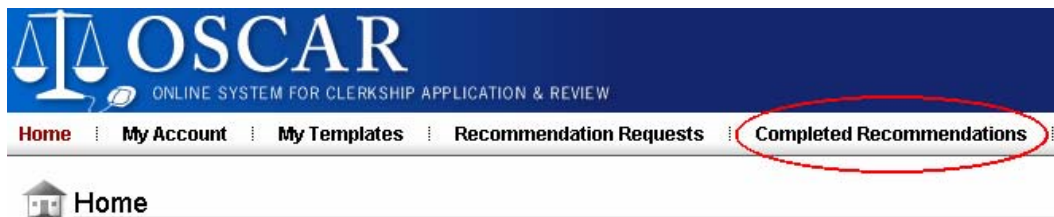
10. When the screen refreshes, it will display all the requests that have been filled. If you would like to view a letter that was uploaded, left-click on the small .pdf icon in the Preview column (located on the far right-hand side).

Completed Recommendations

BACK   Wednesday, December 26, 2007 | 1:11 pm | User: Jones20 - Recommendor [show in a separate window]

Completed Recommendations

ⓘ Instructions

You may review your completed letters of recommendation here. For applications which are not yet viewable by the judge, you may edit or delete the recommendation.

User Guide and other Resources
Frequently Asked Questions
Help

Applicant [   ]
Search on the applicant's first/last
name, and/or email.

🔍 Apply Search

Batch Options [▼]
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☐☐	Last Name ▾	First Name	JD/LLB From ▾	Judge ▾	Preview
☐	Smith	John	American University, Washington College of Law	Judge, Test	🗎

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